



CONTINUOUS RECRUITMENT EXAMINATION OPEN TO THE PUBLIC

CHILDREN AND FAMILIES PROGRAM DIRECTOR (ADMINISTRATIVE SUPPORT/PROGRAM SERVICES)

ANNUAL \$85,099 SALARY APPLICATION CLOSING EXAM
SALARY: \$109,159 GROUP: MP 66 DATE: SEE BELOW NO: 001940CRPD

SPECIAL APPLICATION AND EXAMINATION INSTRUCTIONS APPEAR BELOW

(REISSUED WITH DATES FOR 2012)

PURPOSE OF CLASS: In the Department of Children and Families area office or a major program with statewide impact, or the Children's Trust Fund, this class is accountable for directing administrative support or program services.

MINIMUM QUALIFICATIONS REQUIRED

IN ORDER TO BE CONSIDERED FOR THIS EXAMINATION, YOU MUST INDICATE ON YOUR APPLICATION THAT YOU HAVE THE FOLLOWING EXPERIENCE AND TRAINING BY THE CLOSING DATE:

GENERAL EXPERIENCE: Nine years' professional experience in the field of social and human services.

SPECIAL EXPERIENCE: Two years of the General Experience must have been in the planning, development, implementation or supervision of administrative or program services in child welfare, children's mental health or juvenile justice at the level of Program Manager - Social Work (Administrative Support/Program Services.)

SUBSTITUTIONS ALLOWED: (1) College education may be substituted for the General Experience on the basis of fifteen semester hours equaling one-half year of experience to a maximum of four years for a Bachelor's degree. (2) Master's degree or other advanced degree in the behavioral sciences, public administration, social work or a closely related field may be substituted for one additional year of the General Experience. (Note Closely related fields are: child welfare, applied sociology, social and/or human services, clinical psychology, child development, criminal justice, counseling, human development and family relations, human service, marriage and family therapy.)

KNOWLEDGE, SKILLS AND ABILITIES: Considerable knowledge of relevant state and federal laws, statutes and regulations; knowledge of and ability to apply management principles and techniques; knowledge of standards of practice and administration of programs dealing with children and youth; knowledge of impact of cultural issues on service delivery and staff relationships; considerable interpersonal skills; considerable oral and written communication skills.

THE EXAMINATION WILL BE COMPOSED OF:	<u>PART</u>	<u>WEIGHT</u>
	EXPERIENCE AND TRAINING	100%

APPLICATION/EXAMINATION PROCEDURE

APPLICANTS MUST SUBMIT: (1) Completed Application Form (CT-HR-12)
(2) Supplemental Examination Materials (see instructions below)

In order to be considered for admittance into this examination, you must complete all parts of the examination application (CT-HR-12) detailing how you meet the minimum experience and training requirements stated above AND complete the required examination materials as detailed below. Applicants who do not submit the required application and supplemental examination materials by the closing date will not be admitted into the examination and will not have the right to appeal this decision. Resumes and/or vitas will not substitute for the required application form or for the required examination materials.

EXAMINATION INSTRUCTIONS: Section 1. For each job (maximum of three) which you feel has best prepared you for the job of Children and Families Program Director (Administrative Support/Program Services), include a 1-2 page (typed or printed) description detailing your duties and responsibilities. (Applicants serving provisionally or temporarily in the title of Children and Families Program Director (Administrative Support/Program Services) cannot include this as one of the three jobs.) Each job description should begin on a separate page and begin with your job title, company name and location, dates of employment, and number of hours worked per week. This should be followed by a description of your duties and responsibilities organized and formatted around the numbered items that follow. (1) Experience planning, developing, and/or implementing administrative or program services in child welfare, children's mental health or juvenile justice. Please be specific as to the nature, size and scope of the program(s), the population served and the types of services provided. Detail your actual duties planning, coordinating, inspecting, monitoring and evaluating child welfare and related services and programs. Describe your experience developing plans to ensure compliance with state and federal mandates and ensuring adherence to program guidelines, policies and procedures. Discuss your experience developing program plans, goals and objectives, your method of implementing these standards, reporting and correcting program deficiencies, and the timeframes involved. Indicate your success in accomplishing these goals. Include methods and procedures developed or utilized to monitor and evaluate the operation and effect of these services and programs. (2) Administrative/supervisory experience. Detail your experience supervising staff including scheduling and assigning work, training staff, evaluating employee performance and administering disciplinary action when necessary. Also, include any budgetary experience including the amounts involved; experience developing policies and procedures, including the nature and purpose and on whom they impacted. (3) Oral and written communications experience. Be specific in describing your experience conducting formal presentations or workshops, including the intended audience and the topics involved; representing the organization on various boards and commissions, how often you served in this capacity, the role you played, etc; analyzing and evaluating data, programs and projects and formulating recommendations based on that analysis; and experience producing written reports, the purpose of those reports and for whom they were prepared. **Section 2.** On a separate page, include a list of degrees, certifications, licenses and courses that you have completed which have prepared you for the job. **Important Notes:** (1) Make certain both your application form and your supplemental examination materials are complete and separate documents not referencing the other, as your application form and examination materials may be separated during the scoring process. (2) Examination materials should be clearly marked as such and each page should contain the examination title, exam number and your social security number (do not include your name). (3) Do not include materials other than those requested above. (4) **Your examination will only be scored if you meet the minimum experience and training requirements outlined above and your CT-HR-12 and examination materials are completed correctly and submitted together as a package.** (5) **Mail applications/examination materials to DAS/Human Resources, Room 404, State Office Building, 165 Capitol Avenue, Hartford, Connecticut 06106-1658 (Secure Fax #860-622-2840).** If faxing materials, keep a copy of your completed application/examination and the fax transmittal receipt for your records. Make certain that your application form and examination materials are complete and transmitted correctly and without error. Incomplete faxes or faxes received blank because pages were faxed upside down will not be accepted. (6) Due to the large number of applications received, we cannot confirm receipt of applications. (7) **A separate application/examination package must be submitted for each examination you are applying for.** (8) **Application/examination package must be date stamped by DAS/Human Resources or postmarked by MAY 28, 2012 for the JULY 18, 2012 grading date and by NOVEMBER 2, 2012 for the DECEMBER 20, 2012 grading date.** Applicants must meet the experience and training requirements by the closing date for the exam administration they are applying for.

FORMS: Application forms (CT-HR-12) and exam announcements are available from the Department of Administrative Services (<http://das.ct.gov/employment>) or at any one of the Offices of the Connecticut State Job Centers.

(revised May 11, 2012)

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.